SELECTION 6 PURCHASING

Description

Warehouse receipts, fuel manifests, and vendor invoices are entered in the Purchasing Module. Since invoices do not always arrive at the same time as the inventory is received, the receipt may be entered to increase inventory on-hand balances immediately. Enter the corresponding invoice when it arrives. The Bill of Lading counts as a receipt; however, they are usually entered in the BOL Module (Selection 5).

Inventory cost and pricing can be updated when the vendor invoice is posted. If the receipt and the invoice are received at the same time, enter the invoice. The Pre-Posting Purchase Report and the Purchases Update Programs print and update both receipts and invoices. Updates may be restored, and purchase files reindexed from the Purchasing Submenu. Valuable purchase reports for warehouse inventory and fuel are also included in this module.

Demo	Con	mpany *** Purchasing Submenu *** 06/01/2007
	1	Input Receipts Only
	2	Input Vendor Invoice
	3	Print Pre-Posting Purchase Report
	4	Purchases Update Program
	5	Reindex Purchase Files
	6	Restore Data Files for Purchase Update Program
	7	Posted Purchases Report
	8	Fuel Purchases Report
	9	Purchase Batch Status Report
1	LO	Pending AP Report
	F	Import/Update Freight Purchases
	I	Purchase Install Program
	Q	Return to Menu Select an option Q

The cycle for entering Purchases is as follows:

- 1. Input Receipts and Fuel Manifests.
- 2. Print a Pre-Posting Purchase Report to verify entries.
- 3. Update the receipts. (Note: Invoices in the current Purchase File within the selected posting criteria will also be updated.)
- 4. Input Vendor Invoices. Receipts for these invoices are automatically displayed.
- 5. Print the Pre-Posting Purchase Report to verify entries, and catch vendor quantity and extension errors.
- 6. Update the invoices. (Note: Receipts in the current Purchase File within the selected posting criteria will also be updated if not previously updated.)
- 7. If an error occurs during the update program, cancel the update, correct the error, and rerun the update program.

1 INPUT RECEIPTS ONLY

Fuel manifests can be entered here if the Bill of Lading Module is not being used. Warehouse receipts (delivery tickets - usually unpriced) can also be entered here.

This option is used to receive inventory into stock <u>when the vendor invoice has not yet</u> <u>been received</u>. Whether it is the end of the month and the inventory is going to be counted, or the item is being sold immediately, it is important to receive the inventory into stock as soon as possible to create Fifo records for cost and to keep the inventory value accurate on a daily basis.

The receipt program is used when inventory is received in stock with only a packing list or manifest. The priced out and extended invoice will follow later.

The receipt update increases quantity on hand, creates fifo records, and creates GL transactions for estimated cost to inventory, estimated taxes to Pending Taxes Payable, and estimated accounts payable to Pending Accounts Payable.

When the vendor invoice is entered, if the cost is different, the difference is posted to inventory or cost of sales, and an attempt is made to correct the existing fifo record.

Receipts entered through this option remain in the unposted file even after being updated. They are flagged as updated receipts which prints in the preposting.

Receipt Entry MENU SELECT

From the Purchases Entry Submenu, select 1 Input Receipts Only.

etro-Data Job	ber Invento	ory					
2-Lookup	F3	F4	F6	F6	F7-Start Over	F8-Quit	
	Demo	Compan	y *** I	nput Ve	ndor Rece	ipts ***	* 06/01/2007
Enter	the de	efault p	urchase	date	06/01/2	007	
Enter	batch	number	20	0070601			
Enter	locat	ion numb	er for o	default	GL accou	ints 1	
Confi	rm Ban)	Account	t on eve	ery pur	chase? (Y	/N) N	
Is ev	erythin	ng ok? (Y/N/P=P	rinter/	Q=Quit)	Y	

Enter the default purchase date:

Enter the date to be used on all receipts or fuel manifests in the batch. You may change this date on individual transactions as you enter them.

Enter Batch Number.

Enter the Batch Number for your receipts.

Enter Location number for default GL accounts:

Enter the default location number for the default GL accounts (bank, AP, pending AP, etc.). The GL accounts display on the header record of each receipt and can be changed.

Confirm Bank Account on every purchase? (Y/N)

Enter **N** to accept the default bank GL number on every receipt. Enter **Y** to confirm or change the bank account on every receipt. The bank GL account is attached to the invoice when it updates to AP.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Y - to print the report using the selected printer or screen.

P - to change to a different printer or print option.

N or **Q** - to quit without printing.

INPUT VENDOR RECEIPTS/HEADER SCREEN

Receipt Number.

Enter the receipt or manifest number, $\mathbf{F2} = \text{Lookup or } \mathbf{Q} = \text{quit.}$ Receipt not found. $\mathbf{Y} = Add$ receipt N-Reenter. This receipt already exists. Do you want to inquire? (Y/N). Enter \mathbf{Y} to display, \mathbf{N} to reenter.

Petro-Data Demo	*** Input Vendor Rea	ceipts *** 05/27/2	009
1 Rec No 052709 2 Vendor	LUBE Industrial	Lubrication	0.00 OK?Y
3 Rec Date 4 Fuel? 05/27/2009 OIL	5 Tran Type 6	Pr Code 7 Ck No	8 Ck Amt
9 Terms 10 Description	11 Due Date 12 Dis	sc % 13 Disc Amt	14 Disc Date
15 Inv Tot 16 Discour	t 17 Tax	18 Freight	19 Subtotal
A/P Acct.	Chk Acct.	Discount Ac	ct.
Tax Acct.		Freight Acc	t.
Enter field no. to change	G=Change GL	E=Fix Invoice	
C=Continue to line items	B=Batch no.	Q=Quit C	

Vendor.

Enter the 6 Character vendor ID. F2 = Lookup. *Vendor not found! Press enter to try again.* Enter a valid vendor number or set the vendor up in Accounts Payable vendor file maintenance before adding the receipt. The vendor name and current AP open invoice amount displays.

OK?

- $\mathbf{Y} = \mathbf{Continue}$
- N = Reenter Vendor
- $\mathbf{Q} =$ Quit this invoice.

Receipt Date.

Enter the receipt date or fuel manifest date.

Fuel?

Enter Y or 'Fuel' for a fuel receipt.

Enter N or a short reference description such as 'oil' or 'tire' for non-fuel receipts. If the field is left blank, 'Non Fuel' will default.

This field determines the format of the line item screen (fuel or non-fuel).

The description in this field becomes the 'reference' field in Accounts Payable. If Y is entered, the computer automatically changes the description to 'Fuel' the next time the screen is displayed.

NOTE: There is a variable that can be set to automatically default to FUEL if fuel is all you purchase and sell.

The cursor drops to the ACD prompt as fields #5-19 are only used during Vendor Invoice Input.

ACD Prompt:

Change.

Enter a Field Number to Change (2-4). The Receipt Number may not be changed. If the receipt number is wrong, delete the receipt and reenter it.

Change GL.

GL accounts do NOT display because none are used in the receipt update.

Delete.

The **D** option <u>does not function</u> on the header screen of the receipt. Continue to the line item screen to delete the receipt.

Change Batch.

Enter **B** to display or change the Batch Number. **OK** (Y/N).

Quit.

Enter **Q** to quit this receipt.

Continue.

Enter C to continue to the line item screen.

Fix Invoice.

Enter **E** to fix invoice. Use this when a receipt has been updated and is now being "reversed" out of inventory. After you complete screen 1 as you reverse the original BOL receipt, and before you press C to continue to the line entry, press E to fix invoice. Enter the original BOL number that you are correcting. Now press C to continue to screen 2. As this negative receipt updates, a 0 will be put in the FIFO record under Rec Qty but the cost will remain with the average cost left unchanged.

LINE ITEM ENTRY SCREEN

Location.

Enter the Location Number where the fuel was dropped or where the warehouse item was placed in stock, or Q to quit.

Enter the terminal location number if this is a fuel item <u>delivered directly to a</u> customer.

Enter the warehouse location number if the fuel was <u>dropped into the tanks</u> at the bulk plant.

Enter the warehouse location number if this item (lubricants, tires) was placed in inventory at the <u>warehouse</u>.

Inventory Item.

Enter the inventory item number "MISC" or "ONETIME". F2 =Lookup.

💋 Inventory Lookup			_10 ×
Location			
ltem			
Description			
Dept. No.			
Category			
Pack Kind			
	0	!k	

Standard inventory lookup is available with options to narrow the search.

MISC is not allowed during receipt entry.

ONETIME is also not allowed during receipt entry.

If the item is new and not in inventory:

A=Add One Q=Reenter.

RECOMMENDATION: You can minimize this Petro-Data screen, open up another to Inventory File Maintenance and add an item taking advantage of the mirror image feature to make sure it is set up correctly and completely.

Adding an Inventory Item During Receipt Entry

WARNING:

For the sake of speed, this routine only creates a skeletal inventory item. Make a note to go to Inventory Master File Maintenance as soon as possible to fill in the rest of the fields in the record.

Item #. Enter the Item Number of the item to be added. The displayed item number is the number entered in the line item of the receipt. Press enter to accept the displayed number or enter another ID number.

Description. Type the Description of the item.

Department Number. Enter the Department Number for the item. This number must be a valid department number. The General Ledger distribution is derived from this number and many reports print by department. If this is a miscellaneous charge, enter 9999 for the department.

Packfactor. Enter the packfactor. Ex: 55 for a 55 gallon drum, 1 for a case, etc.

Subfactor. Enter the subfactor. Ex: 55 for a 55 gallon drum, or 12 for a 12-can case, etc.

Item # 1	NEWITEM		Descr	NEW	ITEM	IN	INVENTORY	Dept	3	Cat	1
PackFac	tor 1	1.00	SubFac	tor	12.	00			OK?	(Y/N/D)	

OK (Y/N/D). Is everything OK?

- **Y** accept the item and return to input the receipt.
- **N** reenter the information.
- **D** do not add the record.

Tank.

If this a tanked item, the default tank number from the inventory file is displayed. Press <enter> to **accept** it or enter the tank where the inventory was dropped. NOTE: The fuel type in the tank must match the fuel type in the inventory item record or an error message displays. **F2** Lookup may be used to select the correct tank number.

👹 Petro-Data J	obber Inver	itory					
F24Lsonip							
Receipt BOL #	021808 Gro	S Ve	Net Gal	E Cost	Subtotal	Fuel Tax	Total
1 Loc	1	Item U	NL	UNLE	ADED GASOLIN	E Tank UNL	
							1.00
							ad
		Bol Dat		no			
		Bk Ven				Authcode 1	N
		Oro Sta		Dest State		rt No	4
		orgona		Dest State			
				[Qk		

If the item is fuel, the 'Input Purchase Line Data' displays. This information is needed to capture COST for the receipt item.

Fuel Only:

BOL Date. Enter or accept the BOL Date.

Rack Vendor Terminal Authcode (Tax Authority Code) Origin State Destination State Import Number

Verify or change any of the displayed information. The defaults come from the inventory item record and the Terminal file. Destination State comes from the Location record.

NOTE: The Terminal, Vendor, and BOL Date are used to assign the Rack Cost to Fuel items. The Tax Authority determines the prepaid taxes which will be billed by the vendor. The origin and destination States determine whether this was an import or export.

OK?

Click on a field to change or click <OK> or press <enter> to accept.

Both Fuel and Non-fuel:

Enter Gross Gallons (fuel)

Enter the gross gallons for fuel. Gross gallons are used for reporting and balancing.

Enter Package Qty Rec (non-fuel)

Enter the quantity received in packages (cases, drums, etc.) - non-fuel

Petro-Data Jobber Inventory				
Eztono Receipt 021808 Vendor BRAN DL # Gross Gal Net Gal	ND Cost	Subtotal	Fuel Tax	Total
1 Loc 1 Item UNL 21808 1000.00 990.00	UNLEADE 0 2.665000	D GASOLINE 2638.35	Tank UN 380.16	L 3018.51 Y
x Descr Ex Rate FEDERAL GASOLINE 0.183 FED GAS LUST FUND 0.001	e Amt 0 181.17 0 0.99	Tx Descr 2 STATE G	E	x Rate Amt 0.2000 198.00
Rack 2.665000 Super	0.00000	One % 0.0	00000 Net	2.665000

Enter Net Gallons (fuel)

Enter the net gallons for fuel. Net gallons are used for calculating cost and for tax reporting.

GAL/LB (Non-fuel)

The gallons/pounds are automatically calculated based on the packfactor from the inventory item record. For example, if the packfactor is 55 and you entered 2 in the quantity field, this field will display 110. This is displayed, but the field is skipped so no changes can be made to it.

Rack Cost (fuel)

The rack price is displayed based on the date/time/vendor/terminal entered previously.

Last Cost (non-fuel)

Enter Receipt cost. Last cost from the inventory master file is displayed. If the cost is on the delivery ticket, or if you know the cost will be different, enter the correct cost. Otherwise, accept the displayed cost.

NOTE: Number of decimal places for cost is determined in the inventory record - Decimal field.

Subtotal.

The estimated Subtotal is calculated and displayed (Gallons X Cost *or* Units X Packfactor X Cost).

Fuel Tax. (fuel)

Fuel tax is calculated based on the 'prepaid' code in fuel tax file maintenance. After the line total is displayed, the option to look at or change the prepaid fuel tax is given.

Total.

The total for this line is calculated and displayed. Press <enter> to display the tax detail.

OK?.

Y - press <enter> to accept the record and the prepaid taxes as shown.

N - enter N to make corrections to this record. The edit will begin at Location number.

T - enter T to make changes to the prepaid taxes. (See 'Fuel Tax Screen' below)

(U - this is a correction option for use in purchase invoice entry only. All line items entered as receipts are marked as unbilled automatically. If you accidentally select this option, enter Y. his option should only be used with the assistance of software support.)

Fuel Tax Screen.

Tax codes are displayed for each individual line item based on the TAX Type of the item. Prepaid taxes (billed by the vendor) will have amounts, taxes that are collected and paid later will have zero amounts.

NOTE: Even though you may change taxes using option *T* - any changes here WILL NOT be reflected on your fuel tax report and should be used for one-time changes only. Call Customer Support for help in making changes to the tax codes and tax authorities.

Receipt Totals.

After all line items have been added, enter Q at the Location prompt. Receipt totals are displayed at the bottom of the screen.

Net Tot - net gallons or receipt quantity

Gross - gross gallons (only used for fuel)

Rec AP goes to Pending AP in GL

Rec Tax goes to Pending Tax in GL

Pending AP and Pending Tax <u>exact</u> amounts are reversed back out when the Vendor invoice is entered and updated.

Ente	r field # to chg	A = 1	Add line	S = Scar	1	
F = 1	Full screen input	D = 1	elete	Q = Quit		
Net Tot	990.00 Gross	1000	Rec AP	3018.51	Rec Tax	380.16

ACD Prompt:

Enter Field # to Chg.

Enter a line number to <u>change</u>. The Line Number appears just to the left of the Location (LOC).

Add Line.

 $\mathbf{A} = \underline{Add}$ another line item to this receipt.

Scan.

S = Scan to the next page of this receipt if there are more lines than will fit on one page.

*Change Totals.

*This option is only used in invoicing. The receipt estimated totals may not be changed. Totals will automatically be changed if line item corrections are made or line items added.

Full Screen Input.

 $\mathbf{F} = \underline{Full \ screen \ input}$. This option is only needed in invoicing. Full screen input allows you to verify or change each line in a previously entered receipt. **Caution**: do not select this item unless you want to go through each line item. There is no way to quit once you have begun. If Q is entered, all the rest of the line items will be deleted.

Delete.

 $\mathbf{D} = \underline{\text{Delete}}$ a line or the whole receipt.

Enter the line number to delete

Enter A to delete the entire receipt.

'Are you sure you want to delete (Y/N)'

 $\mathbf{Y} = delete$

N = return to the options without deleting.

Quit.

 $\mathbf{Q} = \underline{\text{Quit this receipt}}$ and return to enter another receipt or to leave this program. To view the header page of this receipt, enter Q to quit and reenter the same receipt number. Enter Y to the inquire prompt to display the header page of the receipt.

2 INPUT VENDOR INVOICES

Purchase invoices for Fuel or other inventory are entered in this program.

If a BOL or warehouse receipt has previously been entered, the information will be brought into the invoice automatically. The program prompts for the prior receipt or BOL number.

Line items may be corrected to match the actual invoice and then updated. Updating adjusts differences in inventory and sends the invoice to Accounts Payable for payment.

When a purchase invoice is entered and no prior receipt or BOL was updated, inventory on-hand balances, fifo cost records, audit files, and Accounts Payable are all updated at the same time.

Discounts, freight and taxes on purchase invoices are handled several different ways. More information is given in the 'header record' section of this document.

Purchases Entry MENU SELECT

From the Purchases Entry Submenu, select 2 Input Vendor Invoice.

BEGIN INPUT

etro-Data Jobb	er Inventor	γ					
2-Lookup	F3	F4	F5	Fő	F7-Start Over	F8-Quit	
	Petro	-Data I	emo ***	Input	Vendor In	voices	*** 02/20/2008
Enter	the d	efault p	ourchase	date	02/18/2	2008	
Enter	batch	number	2	0080218	1		
Enter	locat	ion numb	er for	default	GL accou	unts 1	
Confin	rm Ban	k Accour	nt on eve	ery pur	chase? (!	r/n) n	
Is eve	erythi	ng ok?	Y/N/P=P	rinter/	Q=Quit)	Y	

Enter the default purchase date:

Enter the date to be used on all purchases in the batch. You may change this date on individual invoices as you enter them.

Enter Batch Number.

Enter the Batch Number for your purchase invoices.

Enter Location number for default GL accounts:

Enter the default location number for the default GL accounts (bank, AP, pending AP, etc.). The GL accounts display on the header record of each invoice and can be changed.

Confirm Bank Account on every purchase? (Y/N)

Enter N to accept the default bank GL number on every receipt. Enter Y to confirm or change the bank account on every receipt. The bank GL account is attached to the invoice when it updates to AP.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Y - to print the report using the selected printer or screen.

P - to change to a different printer or print option.

N or Q - to quit without printing.

INPUT PURCHASE/HEADER SCREEN

Invoice Number.

Enter purchase invoice number, F2 = Lookup or Q = quit. Enter receipt number on next screen.

Purchase not found. Y = Add purchase N - Reenter.

This purchase already exists. Do you want to inquire? (Y/N). Enter **Y** to display, **N** to reenter.



Or *Receipt not updated! Vendor nnnnn. Convert to unposted invoice? (Y/N).* This means a receipt was entered with this invoice number, but never updated.

Vendor.

Enter the 6 Character vendor ID. F2 = Lookup.

Vendor not found! Press enter to try again.. Enter a valid vendor number or set the vendor up in Accounts Payable vendor file maintenance before adding the invoice.. The vendor name and current AP open invoice amount displays.

OK?

 $\mathbf{Y} = \text{Continue}$ $\mathbf{N} = \text{Reenter Vendor}$ $\mathbf{Q} = \text{Quit this invoice.}$

Purchase Date.

Enter the invoice date.

Fuel?

Enter \mathbf{Y} or 'Fuel' for a fuel purchase invoice. Enter \mathbf{N} or a short reference description such as 'oil' or 'tire' for non-fuel invoices. If the field is left blank, 'Non Fuel' will default.

**This field determines the format of the line item screen (fuel or non-fuel).

The description in this field becomes the 'reference' field in Accounts Payable. If Y is entered, the computer automatically changes the description to 'Fuel' the next time the screen is displayed.

NOTE: There is a variable that can be set to automatically default to FUEL if fuel is all you purchase and sell.

Transaction Type. Enter a transaction type as follows:

- 1 CHARGE A Charge Invoice, creates an Accounts Payable open item when updated.
- 2 COD CHECK Paid with Check (UPS COD, etc.), creates an AP paid item. The priority code is not relevant. Enter the check number and check amount when prompted. A check register record will be created in Accounts Payable.
- 3 COD CASH Paid with Cash (UPS COD, etc.), creates an AP paid item. Be sure to enter the Petty Cash Account Number instead of the Bank Account Number in the GL Account Number section.

- 4 EFT Electronic Funds Transfer, creates an AP open item coded like a manual check so it will not be included on any check printing run.
- 5 INTERCOMPANY an invoice that credits an account other than Accounts Payable. No open item is created. The message 'Verify intercompany account to be used instead of Accounts Payable' displays. Enter or verify the General Ledger account number to be used.
- 6 INSTALLMENT Payable in installments. Separate open invoice records are created for each installment due date and amount. Enter installment data when prompted or select I to display the installment window.

Payment Priority.

Charge = 2(approve to pay in AP when payment is to be made)EFT = M(pay with an EFT using the EFT module)All other invoice types will have 2 as a default, but it is not relevant.

Terms Description.

The terms description, if any, from the vendor master file displays. This field is only for reference. The Due Date and Discount date determine the cash requirements information in Accounts Payable.

Due Date.

Enter the desired due date or accept the calculated due date. It is calculated using the 'due days' field in the AP vendor file. (invoice date + due days). The invoice date defaults if no date is calculated.

Percent Discount.

The discount for prompt payment from the vendor master file displays, if any. The discount amount will be calculated on **the invoice total - including all line items**, and displayed after the invoice subtotal is calculated. This method of discounting will not work if the total invoice amount is not discounted (such as fuel invoices).

NOTE: Discounts can be handled one of three ways (use only ONE):

1. If calculated, the amount will be stored as a memo in AP and allowed if the payment is made by the discount due date (% discount field). GL distribution for discount is created when payment is made if discount is taken.

2. If manually entered in the 'Disc Amt' field, it also will be stored as a memo in AP and allowed if the payment is made by the discount due date. GL distribution is also created when payment is made.

3. If manually entered in the 'Discount' field, the discount is taken when the purchase is updated and the NET invoice amount ('Inv Tot') is sent to AP Open Item file. GL distribution for discount is created when purchase is updated.

Discount Date.

This date is calculated using the invoice date and 'discount days' from vendor file maintenance. Accept the displayed Discount Due Date or enter the correct Discount Due Date. The accuracy of this date is important because the computer will not automatically approve the discount if the payment is made after the due date. It may however, be manually approved in AP approve to pay.

Invoice Total.

Enter the Total Amount of the Invoice. This amount will post to Accounts Payable.

Discount.

Enter the discount amount to be deducted from the invoice total before it updates to AP. For example, since fuel is usually drafted, discounts are usually entered here and the NET invoice posted to AP. This discount is booked when the purchase is updated regardless of payment terms.

Do NOT enter a discount here if you have entered a discount percent or discount amount already.

Tax.

Sales Tax - normally there will not be sales tax on these invoices, but if items are purchased for resale and the invoice includes sales tax, enter it here. It will create a debit transaction to sales tax payable.

Freight.

Enter freight if any. Freight charges may be entered as a freight line item on the invoice rather than in this field (to split between GL accounts, for example).

	Petro-Da	ata Demo	*** In	put Vendo	r Invoi	ces **	** 10/31/2	2008	
1 Inv No	1223309	2 Vendor	BRAND	Branded	Oil Co	mpany	462	214.	30 OK?Y
3 Pur Dat 09/22/2	te 4 2008 FU	Fuel? JEL	5 Tra 4 E	n Type FT	6 Pr	Code M	7 Ck No 0 Check Da	ate	8 Ck Amt 0.00
9 Terms Net 10	10 Desc	ription	11 Du 10	e Date 1 /02/2008	2 Disc 0.0	% 13 0	Disc Amt 0.00	14	Disc Date 09/22/2008
15 Inv 3 3990	Tot 16 8.00	5 Discour 36	nt .00	17 Tax 0.00	18	Frei	ight 0.00	19	Subtotal 4034.00
A/P Acct	. 20500-1	.00	Chk A	cct. 1020	0-100 Jobber	Di	iscount Ac	ct.	53115-100
Tax Acct Sales Tax	x Collect	loo ced - Jo	Cash I	II Dalik -	JODDEL	Fi	reight Acc	et.	53100-100
Enter f: C=Contin	ield no. nue to li	to change ne items	e	G=Change B=Batch n	GL o.	E=Fix Q=Qui	(Invoice it C		

Subtotal.

The subtotal (invoice total + discounts + tax + freight) is calculated and displayed. This subtotal must match the total of the line items on the next screen or a 'SUBTOTAL MISMATCH' error will display at the bottom of the screen.

*Discount Amount.

If a discount percent was entered, the calculated discount displays for verification. The discount is calculated (Subtotal X Discount %) and is displayed. Do NOT enter a discount here if it has already been entered in one of the other discount fields.

ACD Prompt:

Enter Field Number to Change.

Enter a Field Number to Change (2-19). The Invoice number may not be changed.

Change GL.

Enter ${\bf G}$ to change the General Ledger Account Numbers. The GL accounts come from the default Location record.

Delete Invoice.

This **D** to delete option only functions if you have not continued to the line item screen. Continue to the line item screen and delete the invoice from there. **Be careful when deleting an invoice after a posted receipt has been pulled into it. See further options on line item prompts.

Batch Number.

Enter **B** to display or change the Batch Number for this invoice.

Installments.

Enter I to display the Installment Loan Input Screen. If the transaction type is 'Installment', the following information is required when setting up the installment invoice:

	Petro-Data Demo ***** INSTALLMENT LOAN INPUT SCREEN ***** Inv No 103108 Vendor ACME Amount 2852.90										
Firs	t Invno103	108-1 # Ins	tallments	3 Days 10	Payment	950.97 OK? Y					
Ln #	Inv No.	Due Date	Payment	Disc Date	Disc Amt	OK?					
1	103108-1	11/10/2008	950.97	11/10/2008	0.00						
2	103108-2	12/10/2008	950.97	12/10/2008	0.00						
3	103108-3	01/10/2009	950.96	01/10/2009	0.00						
	Enter D = D	line number elete all in	to change stallments	Q=Q	uit						

First Invoice Number.

Enter the invoice number for the first payment. In the example on the previous page, the invoice number is used followed by -1. The computer will increment the number for each installment.

Installments.

Enter the total number of installment payments which will be made on this invoice. In the example, three payments will be made.

Days.

Enter the day of the month that the payment is due. In the example, the number 10 has been entered. Each payment due date is shown on the tenth of the month. The default is 30, however the date must be changed to a number between 1 and 29.

Payment.

The computer calculates the payment amount by dividing the invoice amount by the number of payments and displays it.

OK?

Enter \mathbf{Y} if all of the information entered so far is correct. The computer calculates and displays the payments. Each payment amount is displayed with it's due date. Note that the left over pennies have been added to or subtracted from the last payment. Enter \mathbf{N} if anything needs to be corrected.

Enter Line Number To Change. Any installment line item may be changed. The computer checks to be sure that all the installment payments equal the invoice amount, if

not a subtotal mismatch error displays.

Delete All Installments.

Enter D to delete all displayed installments. This option should only be needed on rare occasions. If all of the installments are incorrect and you wish to start over, delete them all and enter them manually.

Quit.

Enter **Q** to quit the installment screen and return to the invoice.

Fix Invoice.

Enter **E** to fix invoice. Use this when a receipt has been updated into inventory and is now being "reversed." *Enter the receipt number for the invoice you wish to correct.* It will go to the FIFO file and put 0 in the Rec Qty field but leaves the cost there, thus preventing a negative posting which corrupts the average cost calculation.

Continue.

Enter C to continue to the line item screen to display or enter invoice line items, or to bring in a receipt or BOL.

Quit.

Enter Q to quit this invoice. Only quit the invoice if line items have already been entered and you are displaying the header page again. If you try to quit before entering line items, this invoice will be out of balance.

LINE ITEM ENTRY SCREEN - BILLING A RECEIPT OR BOL

BILLING A PREVIOUSLY ENTERED RECEIPT OR BOL:

Enter Fuel Manifest Numbers? (Y/N) or *Enter prior receipt? (Y/N)* displays. Enter **N** to manually enter line items. Enter **Y** to invoice an updated receipt or bill of lading.

BOL No	1						
		Enter	fuel	manifest	number.	F2=Lookup	Q=Quit

Enter fuel manifest number. F2=Lookup Q=Quit

Enter the BOL number. Verify vendor attached to this BOL

BOL not found.. *<Enter>=Enter again* If no BOL found Press <enter> and try again or F2 to select from the lookup screen.

If found, the vendor and date display with the options shown below.

BOL No	12233	Vendor BRAND	Rec Date	09/22/2008	OK?
	Y=Yes	N=No F=Fin	d Next BOL	S=Select	

Y=Yes	This is the correct BOL.
N=No	This is NOT the correct BOL
F=Find Next BOL	Display the next BOL in the file with the same number
S=Select	Select line items to be billed on this invoice.

Item UNL. S=Skip it B=Bill it

This option is used if the vendor bills diesel and gasoline on separate invoices, but they were entered on one BOL.

S=Skip it	Do not bill this line item on this invoice
B=Bill it	Bill this line item on this invoice

Each line item on the BOL is displayed with these options. Bill or Skip as needed. When all items have been displayed, the next BOL (if any) that was billed on this invoice may be entered.

If multiple BOLs are billed on one invoice, enter each BOL number and then Q to quit. The line items will automatically display and the total matched with the total entered on the header screen.



Enter fuel manifest number. F2=Lookup Q=Quit

If only ONE manifest is billed per invoice, enter Q. The invoice subtotal will display.

If a SECOND manifest is billed on THIS INVOICE, enter the BOL number and continue as showed above until all BOL numbers have been entered.

Subtotal Mismatch

...displays at the bottom of the screen if the line items don't match the invoice total entered on the header screen. You will NOT be able to quit until the invoice is balanced.

Press <enter> and the totals display along with the amount of the mismatch.

Diff 50.00

<pre>1 Loc 9 Item UNL UNLEADED GASOLINE Te 12233 1000.00 1000.00 3.6000 3600.00 384 Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input</pre>	Tax Total	Fuel Tax	ubtotal	Cost S	Net Gal	Gross Gal	DL #
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input	rminal SA .00 3984.00	Termi 384.00	GASOLINI 3600.00	UNLEADED 3.6000	NL 1000.00	Item U 1000.00	1 Loc 9 12233
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input							
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input							
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input							
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input							
Enter field # to chg A = Add line C = Chg totals F = Full screen input D = Delete B = BOL input							
Enter field # to chg $A = Add$ line $C = Chg$ totals F = Full screen input $D = Delete = B = BOL$ input							
F = Full screen input D = Delete B = BOL input	S = Scan	totals	C = Cho	Add line	g A =	eld # to ch	Enter fi
	Q = Quit	input	B = BOI	Delete	ut D =	screen inp	F = Full
et Tot 1000.00 SubTot 3984.0 Diff 50.	0055CAP 3984.00	50.00 \$	I Cum cu	3984.0 D11	brot	1000.00 Su	et Tot

Here are some of the possible reasons for a subtotal mismatch:

1. **Cost** per gallon is incorrect.

Select the line and edit the cost. Be careful, it might need to include other costs.

- 2. **Taxes** are different from what was captured as prepaid on the BOL. Select the line and enter 'T' to correct the taxes. If codes are missing, the BOL might need to be restored and corrected. Call Customer Support for help.
- 3. Other charges such as tax credits, superfund are missing. Use the A = A dd line to add the missing charges to the invoice
 - Use the **A** = **Add line** to add the missing charges to the invoice.
- 4. Invoice Total or Discount was entered incorrectly.Use the C = Chg totals to verify and/or make corrections.

Ose the C - Chg totals to verify and/of the

5. Gallons are incorrect.

Delete the invoice, restore the BOL and correct it. In some cases, adding a line with the extra gallons is okay. Call Customer Support for help.

If you are not able to figure out why the invoice is out of balance, call Petro-Data Customer Support for assistance. Also, if many of the invoice are out of balance for the same reason, a change in the prepaid code of one of the tax codes, a special tax authority, or some other change in the setup might make purchase entry much easier.

When the mismatch has been resolved and the invoice is in balance, you will be able to quit the invoice and proceed to enter another one.

Note 1: BOLs are marked with the invoice number when brought into the purchase invoice. If the purchase is deleted, the invoice number is removed.

Note 2: If you use the BOL module to enter fuel manifests, it is safe to delete an unposted purchase if you are unable to get it to balance.

Note 3: If BOLs are entered in the receipt program, the line items become part of the invoice record when brought into the purchase.

Note 4: If you use the receipts module (option 1 of this menu) to enter fuel manifests OR receipt of packaged goods like oil and grease, and are unable to balance the invoice, you MUST select the option to 'remove the line items' from the invoice and leave them in the receipt file. Reentering the line items will double post inventory and pending AP will be out of balance.

Receipt not updated! Vendor BRAND . Convert to unposted invoice? (Y/N)

If the receipt has not been updated, a message will display: To continue with the conversion, enter **Y**. There should be no pending AP reflected in the update.

If the Vendor on the BOL does not match the invoice a message will display: VENDOR ON RECEIPT IS (wrong vendor). VENDORS DO NOT MATCH. F - FIX, Q - QUIT. Press F to enter the correct bill of lading number or Q to quit.

LINE ITEM ENTRY SCREEN

Select **A** = **Add Line** to add additional line items after a BOL or Receipt has been pulled into an invoice.

If there is no previous BOL or Receipt, begin adding line items to a warehouse purchase invoice or Fuel invoice.

Location.

Enter the Location Number where the fuel was dropped or where the warehouse item was placed in stock, or Q to quit.

Enter the terminal location number if this is a fuel item <u>delivered directly to a</u> customer.

Enter the warehouse location number if the fuel was <u>dropped into the tanks</u> at the bulk plant.

Enter the warehouse location number if this item (lubricants, tires) was placed in inventory at the <u>warehouse</u>.

Inventory Item.

Enter the inventory item number "MISC" or "ONETIME". F2 =Lookup.

ltem		
Description		
Dept. No.		
Category		
Pack Kind		

Standard inventory lookup is available with options to narrow the search.

MISC is a non-inventory charge such as freight or drop charge.

ONETIME is a purchased item which is not in inventory..

If the item is new and not in inventory:

A=Add One Q=Reenter.

RECOMMENDATION: You can minimize this Petro-Data screen, open up another (with different log in initials) to Inventory File Maintenance and add the item taking advantage of the mirror image feature to make sure it is set up correctly and completely.

WARNING:

For the sake of speed, this routine only creates a skeletal inventory item. Make a note to go to Inventory Master File Maintenance as soon as possible to fill in the rest of the fields in the record.

Item #. Enter the Item Number of the item to be added. The displayed item number is the number entered in the line item of the receipt. Press enter to accept the displayed number or enter another ID number.

Description. Type the Description of the item.

Department Number. Enter the Department Number for the item. This number must be a valid department number. The General Ledger distribution is derived from this number and many reports print by department. If this is a miscellaneous charge, enter 9999 for the department.

Packfactor. Enter the packfactor. Ex: 55 for a 55 gallon drum, 1 for a case, etc.

Subfactor. Enter the subfactor. Ex: 55 for a 55 gallon drum, or 12 for a 12-can case, etc.

Item # NEWITER	M	Descr NEW	ITEM :	IN	INVENTORY	Dept	3	Cat	1
PackFactor	1.00	SubFactor	12.0	00			OK?	(Y/N/D)	

OK (Y/N/D). Is everything OK?

- Y accept the item and return to input the receipt.
- **N** reenter the information.
- **D** do not add the record.

Tank.

If this a tanked item, the default tank number from the inventory file is displayed. Press <enter> to **accept** it or enter the tank where the inventory was dropped. NOTE: The fuel type in the tank must match the fuel type in the inventory item record or an error message displays. **F2** Lookup may be used to select the correct tank number.

👹 Petro-Data Jobber In	aventory	
Receipt 0218 BOL # G	808 Vendor ACME Gross Gal Net Gal Cost Subtotal Fuel Tax Total	
1 Loc 1	Item UNL UNLEADED GASOLINE Tank UNL	
	Bol Date 02/18/2008	
	Rk Vendor EXXON Q Terminal VIC Q Authcode 1 Q	
	Org State TX Dest State TX Import No.	
	<u>Qk</u>	

If the item is fuel, the 'Input Purchase Line Data' displays. This information is needed to capture COST for the receipt item.

Fuel Only:

BOL Date. Enter or accept the BOL Date.

Rack Vendor Terminal Authcode (Tax Authority Code) Origin State Destination State Import Number

Verify or change any of the displayed information. The defaults come from the inventory item record and the Terminal file. Destination State comes from the Location record.

NOTE: The Terminal, Vendor, and BOL Date are used to assign the Rack Cost to Fuel items. The Tax Authority determines the prepaid taxes which will be billed by the vendor. The origin and destination States determine whether this was an import or export.

OK?

Click on a field to change or click <OK> or press <enter> to accept.

Both Fuel and Non-fuel:

Enter Gross Gallons (fuel)

Enter the gross gallons for fuel. Gross gallons are used for reporting and balancing.

Enter Package Qty Rec (non-fuel)

Enter the quantity received in packages (cases, drums, etc.) - non-fuel

Enter Net Gallons (fuel)

Enter the net gallons for fuel. Net gallons are used for calculating cost and for tax reporting.

GAL/LB (Non-fuel)

The gallons/pounds are automatically calculated based on the packfactor from the inventory item record. For example, if the packfactor is 55 and you entered 2 in the quantity field, this field will display 110. This is displayed, but the field is skipped so no changes can be made to it.

Rack Cost (fuel)

The rack price is displayed based on the date/time/vendor/terminal entered previously.

Last Cost (non-fuel)

Enter Receipt cost. Last cost from the inventory master file is displayed. If the cost is on the delivery ticket, or if you know the cost will be different, enter the correct cost. Otherwise, accept the displayed cost.

NOTE: Number of decimal places for cost is determined in the inventory record - Decimal field.

Subtotal.

The estimated Subtotal is calculated and displayed (Gallons X Cost *or* Units X Packfactor X Cost).

Fuel Tax. (fuel)

Fuel tax is calculated based on the 'prepaid' code in fuel tax file maintenance. After the line total is displayed, the option to look at or change the prepaid fuel tax is given.

Total.

The total for this line is calculated and displayed. Press <enter> to display the tax detail.

OK?.

Y - press <enter> to accept the record and the prepaid taxes as shown.

N - enter N to make corrections to this record. The edit will begin at Location number.

T - enter T to make changes to the prepaid taxes. (See 'Fuel Tax Screen' below)

(U - this is a correction option for use in purchase invoice entry only. All line items entered as receipts are marked as unbilled automatically. If you accidentally select this option, enter Y. This option should only be used with the assistance of software support.)

Fuel Tax Screen.

Tax codes are displayed for each individual line item based on the TAX Type of the item. Prepaid taxes (billed by the vendor) will have amounts, taxes that are collected and paid later will have zero amounts.

NOTE: Even though you may change taxes using option *T* - changes will be made in the BOL file to correct fuel tax reports.

THE COMPLETE JOBBER

PURCHASING 6 - 29

Petr	o-Data Job	ber In	ventory										_
F24	guñao.												
Rec	eipt (0218 G	08 ross	Ver Gal	Net Gal	ND Cost	t :	Subtota	l Fi	uel Ta	x	Total	L
1 021	Loc 1 808	1	It 1000	em U1	VL 990.0	UT 00 2.0	NLEADEI 665000	GASOL 2638	INE	Tank 380.1	UNL 6	3(018.51 Y
Tx I	Descr			1	Ex Rat	e j	Amt	rx Desc	r		Ex	Rate	Amt
1	FEDER	RAL	GASOL	INE	0.183	80 18:	1.17 2	2 STA	TE GAS	OLINE		0.2000	198.00
9	FED (GAS	LUST	FUND	0.001	10 0	0.99						
	Back		2.66	5000	Super	0.0	00000	one %	0.000	000 N	et	2	665000
	Indere		2.00		Super	0.0			0.000			-	
Y	= Coi	ntin	ue	N =	Reenter	this	line	т =	Change	taxes	τ	J = Unbi	illed

Invoice Totals.

After all line items have been added, enter Q at the Location prompt. Invoice totals are displayed at the bottom of the screen.

Net Tot is the net gallons plus quantities on miscellaneous line items.

<u>SubTot</u> is the dollar total of all line items on the invoice so far.

 $\underline{\text{Est AP}}$ is the Pending AP that was updated with the receipt. They are reversed out when the Vendor invoice is updated.

<u>Fuel Tax</u> is the total of all fuel taxes.

Enter field # to chg	A =	Add line	C = Chg t	totals	S = Sca	in
F = Full screen input	D =	Delete	B = BOL i	input	Q = Qui	.t
Net Tot 1000.00 SubTot		3984.00			Est AP	3984.00
Fuel Tax 384.00 Sales	Tax	0.00	Super	0.00	CrCrd	0.00

ACD Prompt:

Enter Field # to Chg.

Enter a line number to <u>change</u>. The Line Number appears just to the left of the Location (LOC).

Add Line.

 $\mathbf{A} = \underline{Add}$ another line item to this invoice.

Change Totals.

C = Chg totals - view and change totals on the invoice header (invoice total, discount).

Scan.

S = Scan to the next page of this receipt if there are more lines than will fit on one page.

Full Screen Input.

 $\mathbf{F} = \underline{\text{Full screen input}}$ - verify or change each line in consecutive order. **Caution**: do not select this item unless you want to go through each line item. There is no way to quit once you have begun. If Q is entered, all the rest of the line items will be deleted.

Delete.

 $\mathbf{D} = \underline{\text{Delete}} \text{ a line or the whole receipt.}$ Enter the line number to delete Enter **A** to delete the entire receipt. 'Are you sure you want to delete (Y/N)' $\mathbf{Y} = \text{delete}$ $\mathbf{N} = \text{return to the options without deleting.}$

BOL Input.

Enter additional BOL numbers to include on this invoice.

Quit.

 $\mathbf{Q} = \underline{\text{Quit this invoice}}$ and return to enter another invoice or to leave this program. To view the header page of this invoice, enter Q to quit and reenter the same invoice number. Enter Y to the inquire prompt to display the header page.

Posted Status. (Hidden option)

PS = Change Posted Status of the line items displayed on the screen. This is used to keep posted receipts that have been accidentally deleted from double posting to inventory. Verify or enter the Pending AP and/or Pending Tax amount that was updated with the original receipt or BOL.

Make sure that only items on the original receipt are entered at their original cost - no freight or other charges. Add these and make cost corrections AFTER running the PS option.

'Are You Sure You Want to Change This Receipt to Posted Status' displays on the screen. Contact Customer Support for help using this option.

3 PRE-POSTING PURCHASE REPORT

The *Purchase Pre-Posting Errors on the Screen Only* report should always be run on a batch before it is updated. It can also be run on the entire file. The error report displays on the screen all errors found on the invoices, and the inventory and tax totals. Errors may be corrected before the report is printed on paper.

Correct errors and rerun the pre-posting. When no errors display, print a detail report, if needed. However, the update will print reports very similar to these for your files. Preposting and update reports have no long term value. The information in these reports is stored in the computer and may be printed later.

The *Purchase Pre-Posting Report* prints the contents of the Purchase File. This file contains all *Receipts* (unposted or posted to inventory with no vendor invoice yet), and all *Invoices* which have not been updated. If there are any differences between the received amount and invoiced amount, the amount of the error will print in the last column of the report. Other errors messages will print within the report surrounded by asterisks (***) so that they may be easily identified.

Purchases Entry MENU SELECT

From the Purchases Entry Submenu, select 3 Pre-Posting Purchase Report.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen. Enter **P** to print to the printer and select the desired printer. Enter **F** to print to a Text File -enter the full path and file name. Enter **Q** to return to the menu without printing.

F3 F4 F7-Start Over F8-Quit Petro-Data Demo *** Purchase PrePost Report *** 0 Display report on screen 1=Print one batch 2=Range of batches 1 Enter batch range 20080922 Enter today's date 09/22/2008 Show BOLS Select: 1=Print report 2=Error report on screen 2 Do you want a department report? Print Order: 1=Invoice number 2=Natural order 1 Is everything ok? (Y/N/P=Printer/Q=Quit)

1=Print one batch. 2=Range of batches.

1 - Enter one Batch number or 2 - the beginning and ending batch numbers.

Enter today's date:

Accept the displayed date, or enter another date.

Show BOLs.

Not available on Error report. Select 1=Print Report.

Select:1=Print report - prints invoice or receipt detail.2=Error report on screen - prints errors and total inventory and taxes

So you want a department report? - prints total purchases by department.

Print Order:

1=Invoice number - prints in order by invoice number.2=Natural Order - prints in the order they were entered.

Is everything okay? (Y/N/P=Printer/Q=Quit).

Y to print the reportN to start overP to change printers or print optionO to return to the menu.

If there are errors or the totals don't look correct on the 'Error report on screen', print the report using Select option 1 = Print Report to see the line items. An example of each report is shown below.

Date: 05/22/2009 Time: 10:11:48	Petro-Data Demo Purchase PrePost Report on 09/22/2009 Batch Range: 20080922	Page No. 1
Inventory Subtotal Fuel Tax Totals Discounts	3600.00 384.00 0.00	

Purchase Pre-Posting - Error Report on Screens

Note: Inventory Subtotal plus Fuel Tax Totals does not always equal the total of all invoices because of certain discount fields. Try adding the discount amount to this total. Since each invoice is self balancing, if this total is close to the total of invoices in the batch, proceed to update or print the full report.

Correct errors before proceeding with update. No errors are listed in the example above.

Date: 05/22/20 Time: 10:12:55	009 Pet 8 Purchase Pref Bat	cro-Data Demo Post Report on (cch Range: 2008()5/22/2009)922	Page No. 1	
Batch 2008092 Subtotal 398	2 Ref No 1223309 Vendor 4.00 Discount 36.00 F	BRAND Rec Dat Freight 0.0	ce 09/22/2008 00 Taxs 0.00	Inv Date 09/22/ Inv Total 3948.	2008 00
_oc Item N	o. Description T	Type Rec Qty E	3ill Qty Cost	Discnt Ext	Err
9 UNL	UNLEADED GASOLINE Fed 184.00 State	I 1000 200.00	1000 3.60 County 0.00	0.00 3984.00 City 0.00	
AP Pend 3984 Tax Tot Fed	.00 Tax Pend 384.00 Ir 184.00 State 200	nv Tot for Disc).00 County	and Extension 0.00 City	0.00 3984.00 0.00	
Estimated AP Estimated Tax	3984.00 384.00	Invent Fuel T Discou Total Gallor	cory Subtotal Tax Totals Ints Vendor Invoices Is Received	3600.00 384.00 0.00 5 3984.00 1000.00	
Date: 05/22/20 Time: 10:12:55	009 Pet 8 Purchase Depar Bat	rro-Data Demo rtment Report or cch Range: 2008(05/22/2009 9922	Page No. 2	
Dept No	Description	Gallons	Dollars		
1 2 3 4 9999	OIL FUEL GREASE BATTERIES Misc Purchases	$\begin{smallmatrix}&&0\\1000\\&&0\\&&0\\&&0\\&&0\end{smallmatrix}$	$\begin{array}{c} 0.00\\ 3600.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\end{array}$		
Department	Grand Totals	1000	3600.00		

Purchase Pre-Posting - Print Report with Optional Department Report

4 PURCHASE UPDATE PROGRAM

The purchase update program posts both *vendor invoices* and *receipts*. Always print a preposting of the batch using the 'errors only' option before beginning the update.

Make sure that all errors have been corrected and a Pre-Posting Purchase Report has been printed for reference.

The update program does the following:

Adds receipt and/or invoice quantities to inventory on-hand balances, captures new last cost and if a receipt, marks it a 'Posted Receipt'.

Creates Purchase and Inventory audit records.

Updates Accounts Payable Vendor File with Year-to-Date Purchases, Balance Owed, and Date of Last Purchase

Updates invoices to open invoice file in Accounts Payable.

Updates the Check File with paid invoice and check information

Creates General Ledger entries for Accounts Payable, Estimated Accounts Payable, Fuel Taxes, Estimated Fuel Taxes, Inventory, Cash, etc.

Updates Accounts Payable Distribution File with General Ledger distribution

Automatically Prints the A/P Update Register, Detail Purchases Posting Register, and General Ledger Purchase Report

All of the transaction update processing can take place while everyone is still working. All of the reports print so you can review them for errors.

<u>Only ONE person may update at a time</u>. When you select 'Continue Update' the master files and all other files are updated. If any part of the update fails, the entire update is canceled. After the problem is resolved, the update may be started over WITHOUT restoring.

MENU SELECT

From the Fuel Inventory Main Menu, select 6 - Purchases Entry.

From the Sales Invoice Entry menu, Select 4 Purchase Update Program.

BEGIN INPUT

Update processing sequence overview:

First:

After selecting the batch, press <Update>. The first phase of the update prints all of the update reports. An 'Update Status' screen displays the progress of the update and further instructions.

Second:

Press <View <u>E</u>rrors> to see if there are any errors that need to be corrected. This option MIGHT NOT catch every error. You MUST review the reports for others.

Third:

Review all update reports. Make sure the GL Proof is zero and look for any other printed error messages. If there are errors, press <<u>C</u>ancel Update>.

Fourth:

When there are no errors on the screen and the printed update reports are correct, press <<u>C</u>ontinue Update>. NO ONE HAS TO GET OUT FOR THE UPDATE. This phase should only take a moment. Scroll to the bottom of the <View Errors> screen to make sure the update was 'successfully completed'.

To exit, press $\leq \underline{R}$ eturn to Menu> or click on the X to close the window.

NOTE: If an error occurs during the REINDEX, the update is complete. Select the reindex option on the Jobber Main Menu.

Each batch is given a unique BATCH ID so even if the same batch number is used several times, each updated batch is unique.

At various times during an update or a restore, the progress of the program displays on the upper right corner of your screen. Such as 'Start Update. Open data files.'

Begin Purchase Update Batch Selection Screen:

😽 Purchase Update Program	
Send Report to:	HP LaserJet 1020
Enter batch number:	20080922 Q
Enter GI posting date:	09/22/2008
Automatic price change	es? (Y/N) N
Change last cost on rec	ceipts? (Y/N) Y
Change last cost from i	nvoices? (Y/N) Y
<u>Edit</u>	<u>U</u> pdate <u>P</u> rinters <u>Exit</u>

Send Report to: The default printer automatically displays. To change it or print the

update to file, select the $\leq \underline{P}$ rinters> button after completing the batch selection and other requested information.

Enter batch number: Enter the batch number or select from the lookup F2 or click on the magnifying glass.

Magnifying glasses give you a *lookup feature*. Click on the icon or press F2. In the case of batch numbers, you can see all unposted batches.

Enter GL posting date: The posting date should match the batch number. This date is used on the GL distribution records and is important.

- Automatic price changes? (Y/N): <u>Usually N</u>. If you base your prices on the most current cost and have markups set up in inventory, Y will recalculate prices based on new cost of items in this update.
- Change last cost on receipts: (Y/N):Usually Y.Accurate last cost in
inventory for valuation purposes, and
tank files depends on this update. Only
use N if this is a purchase from a non-
standard vendor and you do not want this
cost to be reflected as last cost in
inventory.
- Change last cost on invoices: (Y/N):Usually Y.Accurate last cost in
inventory for valuation purposes, and
tank files depends on this update. Only
use N if this is a purchase from a non-
standard vendor and you do not want this
cost to be reflected as last cost in
inventory.

< <u>E</u> dit>	allows you to change the batch number, GL posting date, or cost
	update questions.
< <u>U</u> pdate>	takes you to the next step of the update process.
< <u>P</u> rinters>	The default printer displays, change it or print to file using this button
<e<u>xit></e<u>	Quits the update screen without beginning the update.

When an option has a <<u>B</u>utton>, you may click on the button with your mouse OR press the underlined letter on your computer keyboard.

The update reports print BEFORE the update is complete.



Check the reports, look for errors and ZERO GL proof before continuing. When you press <OK>, the following screen displays:

Ipdate Status: Begin Update of I Printer is ready to	Batch Number 20 print	080922 Batch id 1		
lease review the ress Cancel Upd	e errors by pressi late to quit. Pres	ng the View Error s Finish Update to	s button. complete the up	odate

Press **<View <u>E</u>rrors**>. Do NOT continue with update until ALL errors are resolved.

Indate Errors:		
. GL Account number 22020-	not found.	
. GL Account number 22021-	not found.	

****In rare instances, the following error might display after the message to read the printed reports. It will take a special password from Petro-Data to continue the update. In most cases, the reason for the error should be corrected and the update finished normally.***



The errors displayed during the update are different from those found in the preposting 'Errors Only' option. They are only found during the update.

<<u>Print Msg</u>> Print error messages before cancelling the update.

<<u>C</u>ancel Update> if errors are found.

<Continue <u>Update</u>> if NO errors are found.

Update Status Scree	n			
Undate data file AF	REIEO			-
Update data file SY	SBATID			_
Update data file PL	IRTR			
Update data file PL	JRHD			
Update data file AF	RITMPUR			
Update data file AF	RBOL			
Update data file AP	VEND01			
Update data file AP	MAST01			
Update data file AP	PCHCK01			
Update data file AP	PDIST01			
Transaction update	was successful	lly completed		
Update complete! F	Press button for	Return to Menu.		
The update was su	ccessfully comp	leted. Please rev	view the printed of	update report.
				-
1				<u> </u>
		1		1 1
Deturn to Honu	1 Concentration			

Scroll down the View Status screen and look for the statement:

The update was successfully completed...

Press <<u>R</u>eturn to Menu> to reindex and go back to the menu.

NOTE: If an error occurs during the REINDEX after the update, get everyone out and reindex manually from the menu - Option 15 - current only.

The following update reports print:

<u>Accounts Payable Register</u> - lists each invoice that was sent to the Accounts Payable module. Receipts updated in the batch will not be listed.

<u>Purchase Update Register</u> - lists each line item on each invoice or receipt. Batch totals are listed at the bottom.

<u>GL Journal for Purchase Update</u> - lists GL entries created by the update if you are using GL. Checking to make sure the PROOF in ZERO is a very important part of updating.

<u>**GL Out of Balance Report</u> - This report prints if the GL proof is out of balance. It lists the distribution for each invoice in the batch. Find the one that is out of balance, cancel the update, and fix the invoice or receipt.

Date: Time:	05/22/20 10:14:31	09		Petro Accounts Batch: 20	-Data D Payable 080922	emo Regis Batch	ster Id. 1				Page No. 1
Vendo	r Compa	ny			In∨ No	. II	nv Date	e Due	Date	In∨ Am	t
BRAND	Brand	ed Oil Co	ompany		122330	9 09	9/22/20	008 10/0	2/2008	3948.	00
					To To In To	t Invo t Payr tercor t AP	oices nents npany		3948 0.00 3948	.00) .00 .00	
Date: Time:	05/22/20 10:14:31	09 o is sot	to Voc. and	Petro Purchase Batch: 20	-Data D Update 080922	emo Regist Batch	ter Id. 1				Page No. 2
	Ttem	e is sec	Descr		te Tvn	e Re	f No.	Ouantit	v Cost	Gal Dis	c Total
9	UNL	UNL	EADED GASOL 1000 3.	.INE 09 6000 0.	/22/08 R 00 3600	r 1223	3309	Quartere	,		
		Federal	184.00	State	200.00	Co	ounty	0.00	City	0	.00
								Total Total Total	Invento Fuel Tax Line Ite	ry Amt K ems	3600.00 384.00 3984.00
								Т 3 Е	otal ser 948.00 stimateo	nt to AP d AP	0.00

Date: Time:	05/22/2009 10:14:32		Petro-Data E GL Journal for Purc Batch: 20080922	emo hase Update Batch Id. 1		Page No. 3
	Account G	L Date Des	cription		Amount	
	20800-100 09	9/22/2008	Fuel Taxes 1223309		1.00	
	22020- 0	9/22/2008	Fuel Taxes 1223309		183.00	
	22021- 0	9/22/2008	Fuel Taxes 1223309		200.00	
	20750-100 09	9/22/2008	Remove Est. A/P-122	3309	3984.00	
	20850-100 09	9/22/2008	e Remove Est. Fuel Ta	x -1223309	-384.00	
	20500-100 0	9/22/2008	Accounts payable 12	23309	-3948.00	
	13100-100 09 Inventory - 1	able – Jobr 9/22/2008 Jobber	per Discount from Purch	ase-1223309	-36.00	
				Proof	0.00	

Purchase Update Reports for batch 20080922

WHAT THE UPDATE PROCESS DOES

RECEIPT

- 1. Increases inventory on-hand.
- 2. Creates fifo record
- 3. Marks receipt as 'posted receipt'
- 4. Does NOT remove receipt from unposted file

INVOICE

ACCOUNTS PAYABLE

- 1. Adds invoices to Vendor inquiry files current open items or current checks. Updates vendor year-to-date purchases.
- 2. Adds invoices to the Accounts Payable Open Item File if not already paid.
- 3. Adds check register record if paid.

INVENTORY

1. Creates new FIFO record or attempts to fix cost on FIFO records created by

receipts, if necessary.

- 2. Updates Inventory File by increasing on-hand quantity, and increasing MTD purchases. Updates last purchase date.
- 3. Adds each line item to the Tank Audit File and/or the Inventory Audit File.
- 4. Updates on-hand quantity and MTD purchases for tanked items.
- 5. Prints audit reports on the printer as shown in examples above.

CREATES GENERAL LEDGER JOURNAL ENTRIES IN INVENTORY LINK FILE

RECEIPTS

DEBIT - Inventory DEBIT - Pending Fuel Taxes CREDIT- Pending Accounts Payable

INVOICES

DEBIT - Pending Accounts Payable or Inventory (if no previous receipt or BOL) DEBIT - Prepaid Fuel Taxes. CREDIT - Pending Fuel Taxes (if previous receipt or BOL) CREDIT - Accounts Payable Trade CREDIT/DEBIT - Price adjustments for differences DEBIT/CREDIT - Added lines for miscellaneous charges or credits (freight, SF)

PRINTS AUDIT TRAIL

To insure that everything is in balance, the computer prints a complete Audit Trail as follows:

- 1. Accounts Payable Register invoices to AP
- 2. Purchase Update Register line items being updated
- 3. GL Journal for Purchase Update journal entries created with proof.

CHECK FOR ERRORS - Operator responsibility before completing the update

Review the printed audit trail and check for the error messages which are surrounded by asterisks (***) so they may be easily identified.

Review Cost change messages. If a fifo record exists with the wrong cost, the program will attempt to correct the cost for the remainder of the pool balance. If it is unable to fix the cost, a message will display and print.

General Ledger Proof. After the Journal Entries are printed, the computer prints a proof

total. This total must be 0.00. If it is not zero, then your have an out of balance situation that needs to be corrected.

5 REINDEX PURCHASE FILES

This option recreates the index files used in Purchases Entry making sure that all the correct line items are attached to the correct invoice headers. Choose this option when it appears that the computer is having problems finding invoices or line items, or if invoices are out of balance, but were correct when entered originally. If reindexing the purchase files does not cure the problem or if any errors occur while reindexing, call Customer Support. Everyone must be out of Purchasing and Accounts Payable when the Reindex program is run.

MENU SELECT

From the Purchases Entry menu, Select 5 Reindex Purchase Files.

Ready to re-index purchase files?

Enter Y to proceed with reindexing.

Enter N to quit without reindexing.

Index Finished. Press Enter displays in the upper right corner of the screen.

Index Finished. Press enter.

Ready to re-index purchase files? Y

6 RESTORE DATA FILES FOR PURCHASE UPDATE PROGRAM

Restoring is the process of undoing an update either for an individual invoice or for an entire batch. In the visual version, a restore can be done anytime during the CURRENT month except under the following circumstances:

DO <u>NOT</u> RESTORE IF:

- 1. AP and/or Inventory Month-End has been run and invoice is in history.
- 2. Invoice has been PAID by check or EFT. You may void the check first.
- 3. Distribution has already been released.

Restore can be run after other processing has been done.

A unique batch ID is assigned by the computer when the update is done. It prints on the update reports and is listed on the restore lookup screen along with the date and time the update was done.

MENU SELECT

From the Fuel Inventory Main Menu, select 6 - Purchases Entry.

From the Sales Invoice Entry Submenu, select 8 - Restore Data Files for Purchase Update Program.

If only one invoice is wrong, do not restore the entire batch. Restore only the incorrect invoice.

Restore: P=Purchases R=Receipts Select **P** to restore a purchase invoice. Invoice and distribution are in AP.

Select **R** to restore an updated receipt. Only the distribution is in AP.

Click on the magnifying glass (or press F2) to see the updated batches and select one to restore.

Q Batch Nur	nber		_10	
Batchno	Batchid	Udate	Utime	
		11/25/2008	11:52:41	
20080922	1	05/22/2009	10:14:29	
20081203	1	05/22/2009	11:55:09	
20090209	1	02/09/2009	14:57:43	
	-			-
				-
				rogram _ X
				HP LaserJet 1020
	-			chases R=Receipts P
				ber: 20090522 Q
				- ,
				.
4			2	Edit Printers Exit
No Filter		Cancel	OK	
		1		

The Batch will have a BATCHID if it has been updated. The date and time of the update are listed. Printed update reports have the <u>batchid</u> at the top of the report and the time stamped on the top left.

WPurchase Restore Program	
Send Report to: HP L	aserJet 1020
Restore: P=Purchases	R-Receipts P
Enter batch number: 2009	0209 Q
Enter batch ID: 1	
Enter Invoice No	
Enter todays date 05/2	2/2009
Restore Edit	Printers Exit
Begin restoring the batch.	A 1

If only one invoice is wrong, do not restore the entire batch. Restore only the incorrect invoice.

Enter Invoice No: Enter the invoice number to be restored or leave blank.Enter today's date: Today's date is fine on a restore - nothing prints.

s you to select another batch or BOL to restore.
takes you to the next step of the restore process.
The default printer displays, change it using this button.
Quits the restore screen without beginning the restore.

Select <Restore> to continue.

If no errors occur, the 'View Status' screen displays.



Press <View <u>E</u>rrors>. The error screen displays. Do NOT continue with restore if errors display.

Update Errors:		2
		- 12

<<u>Print Msg</u>> Print error messages before cancelling the restore.

<<u>C</u>ancel Restore> if errors are listed.

<<u>Finish Restore</u>> if NO errors are listed.

Restore Status Scre	en			
Undate data file P	URHEAD			
Undate data file P	URTRAN			
Update data file A	RINVTW			
Update data file A	RTANK			
Update data file A	REIEO			
Update data file P	URTR			
Update data file P	URHD			
Update data file A	RPURCUR			
Update data file A	RITMPUR			
Update data file A	PVEND01			
Update data file A	PMAST01			
Update data file A	PCHCK01			
Transaction updat	e was successful	lly completed		
		.,,		
Update complete!	Press button for	Return to Menu.		
The restore was s	uccessfully comp	leted. Do a status	report to see the	e results
				<u>•</u>
Return to Menu	View Status	View Errors	Print Msn	Concerns Frankrise

The 'Restore Status Screen' is exactly like the Update Status Screen except for the message at the bottom: *The restore was successfully completed. Do a status report to see the results.*

The following message displays when <<u>Return to Menu</u>> is selected.



After correcting the invoice or receipt, be sure to print a preposting before updating again. If you delete the invoice, no preposting or update is required.

The invoice or batch that was restored should be back in the unposted purchases file.

To **Exit the screen**, you may press <Return to Menu> or click on the X to close the restore box.

7 POSTED PURCHASES REPORT

This option is a reporting option for posted purchase invoices. Print or display by batch or date, sorted by invoice number or item, detail or summary by department. It includes a 'fuel only' option.

MENU SELECT

From the Purchase Entry menu, Select 7 Posted Purchases Report.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter \mathbf{F} to print to a Text File -enter the full path and file name.

Enter \mathbf{Q} to return to the menu without printing.

😾 Petro-Data Jobber Inventory
P2-Loshup F3 F4 F5 F5 F7-Start Over F8-Quit
Petro-Data Demo ***** Posted Purchase Report *****
Display report on screen
1=Current 2=History 3=Both 3
Range: 1=Batch Numbers 2=Dates 1
Enter batch range 20090101 20091299 Date range
Sort option : 1=Invoice number 2=Item 1
1=Detail Report 2=Summary by Department 1
Print Fuel Items Only? (Y/N) N
Input selection criteria? N
Enter the Report Date 05/22/2009
Is everything ok? (Y/N/P=Printer/Q=Quit)

Select Files:

- **C** = **Current** to search and print data from the Current File only.
- **H** = **History** to search and print data from the History File only.

B = **Both** to search both current and history.

Range:

Enter 1 to enter a range of batch numbers.

Enter the beginning and ending batch numbers in the range.

Enter 2 to enter a range of dates.

Enter the beginning and ending dates in the range.

Sort Option:

Enter **1** to sort and subtotal the report by <u>Invoice</u>. Enter **2** to sort and subtotal the report by Item.

Option:

Enter **1** to print <u>Detail Report</u> - with line items. Enter **2** to print <u>Summary by Department</u> - departmental totals only

Print Fuel Items Only? (Y/N)

Enter Y to print only FUEL. Enter N to print all purchased items including packaged goods.

Input Selection Criteria?

Enter **Y** to narrow or filter the report using one of the filterable fields displayed. Click **A** to add, select the field, the operand and input the data. Press $\langle \text{Enter} \rangle$ and click $\langle \text{OK} \rangle$. Enter **N** to print the complete report.

Enter the Report Date:

Today's date displays. It has no effect on the data in the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter **Y** to print the report using the selected options and printer or screen.

Enter N to change a selected report option.

Enter **P** to change to a different printer or print option.

To quit without printing enter N or Q.

Note: The F7 key to start over at the top of the option screen and the F8 key to quit to the menu and not run a report are active.

THE COMPLETE JOBBER

	Date: Time:	05/22/20 16:54:44	09	Poste Batc	Petro d Purcha h Range	o-Data ase Reg : 20080	Demo ister 101 to	on 05/22 2008129	2/2009 99	Page	e No. 1		
E	Batch	20081203	Inv No 1	120308	Vendor /	ACME	Rec D	te 12/03	3/08 Inv	Dte 12/0)3/08	AP	4920.00
LC	oc Iter	n No	Rec No	Descript	ion		Re	c Qty	Cost	Discnt	тах		Ext
1	110	556	120308	NEW ITEM	556			4	3.0000	0.00	0.0	0	4920.00
٦	rotal (Gallons,	Taxes and	Grand Tot	al			4			0.0	0	4920.00
*	****** To1	********* tals for ********	********** Batch 2008 ******	*********** 81203Subto *********	******* tal ******	******* 4920.0 ******	****** 0 Fue *****	******** 1 Tax *******	0.0(*****	*********) Total *******	****** 4! *****	**** 920. ****	****** 00 ******
E	Batch	20080922	Inv No 2	1223309	Vendor I	BRAND	Rec D	te 09/22	2/08 Inv	Dte 09/2	22/08	AP	3948.00
LC	oc Iter	n No	Rec No	Descript	ion		Re	c Qty	Cost	Discnt	тах		Ext
9	UNL		12233 Federal	UNLEADED 184.00	GASOLII State	NE 200	.00 ¹	000 County	3.6000	0.00 City	384.0	0.0	3984.00 0
ר ר י	Total (Taxes=>	Gallons, Fed	Taxes and 184.00	Grand Tot) State	al 200.0	00 Cou	1 nty	000	City	0.00	384.0	0	3984.00
*	T01	tals for *********	Batch 2008	80922Subto	tal ******	3600.0 ******	0 Fue *****	Tax ******** Inv Fue Dis	384.00 ******** ventory ⁻ el Tax To scounts) Total ********* Total otal	3: ****** 8	984. **** 520. 384. 36.	00 ******* 00 00 00
								Gra	and Tota	1	8	868.	00
	Date: Time:	05/22/20 16:54:44	09	Summ Batc	Petro ary by I h Range	o-Data Departm : 20080	Demo ent on 101 to	05/22/2 2008129	2009 99	Page	2 No.		
	Dep	ot No	Descriptio	on		G	allons	Dolla	ars				
	1 2 3 4		OIL FUEL GREASE BATTERIES				1640 1000 0 0	492(360((0.00 0.00 0.00 0.00				
	Dep	partment	Grand Tota	als			2640	8520	0.00				

Posted Purchases Report - Detail

Date: 05/22/20 Time: 17:19:52	009 1	Petro-Data Demo Summary by Department on (Batch Range: 20080101 to 2	05/22/2009 20081299	Page No. 1
Dept No	Description	Gallons	Dollars	
1 2 3 4	OIL FUEL GREASE BATTERIES	1640 1000 0 0	4920.00 3600.00 0.00 0.00	
Department	Grand Totals	2640	8520.00	

Posted Purchases Report - Summary by Department

Date: 0 Time: 1	5/22/2009 7:20:40		Poste Bate	Petro-D ed Purchase ch Range: 2	ata Den Registe 0080101	no er on to 20	05/22 08129	2/2009 9	Page	e No. 1	
Item	110 556	NE	W ITEM S	556							
Loc	In∨ No	Rec No		Inv Date		Rec Q	ty	Cost	Discnt	тах	Ext
1	120308	120308		12/03/2008		4		3.0000	0.00	0.00	4920.00
Total Ga	llons, Tax	kes and G	rand Tot	tal		4				0.00	4920.00
Item	UNL	UN	LEADED (GASOLINE							
Loc	Inv No	Rec No		Inv Date		Rec Q	ty	Cost	Discnt	Тах	Ext
9	1223309 Fea	12233 deral	184.00	09/22/2008 State	200.00	1000 Co	unty	3.6000 0.00	0.00 City	384.00 0.	3984.00 00
Total Ga Taxes=>	llons, Tax Fed	kes and G 184.00	rand Tot State	tal 200.00	County	1000	0.00	City	0.00	384.00	3984.00
							Inv Fue Dis	entory T Tax To counts	Total otal	8520 384 36	.00
							Gra	nd Tota	1	8868	.00
Date: 0 Time: 1	5/22/2009 7:20:40		Sumr Bate	Petro-D mary by Dep ch Range: 2	ata Den artment 0080101	no on 05 to 20	/22/2 08129	009 9	Page	2 No. 2	
Dept	No Des	scription			Gallo	ons	Dolla	irs			
1 2 3 4	OII FUE GRE BAT	EL EASE FTERIES			164 100	40 00 0	4920 3600 0	0.00 0.00 0.00 0.00			
Depa	rtment Gra	and Total	s		264	10	8520	.00			

Posted Purchases Report - Detail by Item

8 FUEL PURCHASES REPORT

This Report prints *fuel* purchases by Vendor and Terminal from the posted purchase file. This is a good report to use if you want to print a report for fuel purchases only. Gasoline and Diesel are printed in separate columns. Either the cost of fuel or fuel tax amount are included.

MENU SELECT

From the Fuel Inventory Main Menu, select 6 Purchases Entry.

From the Purchases Entry Submenu, select 8 Fuel Purchases Report.

BEGIN REPORT

Printer.

Enter S to print the report on the screen. Enter P to print to the printer and select the desired printer. Enter F to print to a Text File -enter the full path and file name. Enter Q to return to the menu without printing.

Petro-Data Jobber Inventory
F2-Loskup F3 F4 F5 F6 F7-Start Over F8-Quit
Fuel Purchase Report by Vendor and Terminal 05/26/200
Display report on screen
Verify up to 4 diesel tax types LSD HSD
Files: 1=Current 2=History 3=Both 3
Range: 1=Batch Numbers 2=Receipt Dates 1
Enter batch range 20080101 20081299 Date range
Sort by : 1=Vendor and terminal 1
Include AP invoice number? N Input selection criteria? N
Enter the Report Date 05/26/2009
Option: 1=Show Cost of Fuel 2=Show Taxes 1
Is everything ok? (Y/N/P=Printer/Q=Quit)

Verify up to 4 diesel tax types: Tax types from the freight definition file display.

Select Files:

1 = **Current** to search and print data from the Current File only.

- **2** = **History** to search and print data from the History File only.
- **3** = **Both** to search both current and history.

Range:

Enter 1 to enter a range of batch numbers.

Enter the beginning and ending batch numbers in the range.

Enter **2** to enter a range of receipt dates.

Enter the beginning and ending dates in the range.

Sort by:

Enter 1 to sort and subtotal by Vendor and Terminal.

Include AP Invoice Number?

Enter **Y** to print <u>AP Invoice Number</u> on the report. Enter **N** to print the report without the AP Invoice Number.

Input Selection Criteria?

Enter **Y** to narrow or filter the report using one of the filterable fields displayed. Click **A** to add, select the field, the operand and input the data. Press \leq Enter> and click \leq OK>.

Enter N to print the complete report.

Enter the Report Date:

Today's date displays. It has no effect on the data in the report.

Option:

1 = Show Cost of Fuel - shows per gallon cost of fuel.

2 = **Show Taxes -** shows fuel and sales taxes if applicable.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter **Y** to print the report using the selected options and printer or screen. Enter **N** to change a selected report option.

Enter N to change a selected report option.

Enter ${\bf P}$ to change to a different printer or print option.

To quit without printing enter N or Q.

Note: The <u>F7</u> key to start over at the top of the option screen and the <u>F8</u> key to quit to the menu and not run a report are active.

Date: Time:	05/26/2009 11:03:11		Fuel Pur Batch Ran	Demo Company chases by Ve ge: 20050101	ndor/Termin to 2008129	a] 9	Page 1	NO.
Select	ion: upper	(DVENDOR)='BRAI	ND '					
Vendor	Terminal	Item	Rec Date	BOL Number	Gasoline	Diesel	Unit Cost	Total
BRAND BRAND	SA SA SA SA SA SA SA SA SA SA SA SA SA S	UNL HSD UNL PLU HSD UNL PLU SNL HSD UNL PLU PLU PLU UNL PLU UNL UNL UNL UNL UNL UNL SNL UNL UNL SNL UNL UNL SNL UNL SNL UNL UNL SNL UNL UNL SNL UNL SNL SNL SNL SNL SNL SNL SNL SNL SNL S	04/21/08 04/01/03 04/01/03 04/01/03 04/01/03 04/01/03 04/01/03 09/01/05 09/01/05 09/01/05 09/01/05 09/01/05 09/01/05 09/01/05 09/01/05 09/01/05 01/18/07 01/18/07 01/18/07 01/18/07 01/18/07 01/18/07	TEST35 913000 913000 914000 914000 914000 914000 913000 913000 913000 913000 913000 913000 914000 914000 914000 914000 TESTME TEST35A TESTCO	$\begin{array}{c} 100\\ 0\\ 2900\\ 3900\\ 0\\ 1400\\ 1900\\ 2900\\ 0\\ 2900\\ 3900\\ 0\\ 2900\\ 3900\\ 700\\ 1400\\ 1400\\ 1400\\ 1400\\ 1900\\ 2900\\ 1000\\ 100\\ -10\\ 36090\\ 36090 \end{array}$	0 2900 0 1100 0 2900 0 2900 0 2900 0 0 0 0 0 0 0 0	$\begin{array}{c} 1.00000\\ 1.18000\\ 1.21000\\ 1.21000\\ 1.21000\\ 1.20000\\ 1.21000\\ 1.23000\\ 1.20000\\ 1.20000\\ 1.21000\\ 2.04920\\ 2.47390\\ 2.51200\\ 0.00000\\ 2.47390\\ 2.51240\\ 2.59390\\ 2.51240\\ 2.59390\\ 2.72420\\ 3.77000\\ 2.72425 \end{array}$	100.00 3422.00 3480.00 1298.00 1680.00 2299.00 3567.00 3480.00 4719.00 5942.68 7174.31 9796.80 0.00 3463.46 3463.46 3463.46 3463.46 4773.56 7522.31 2724.20 377.00 -27.24 77396.54
Grand t	otals				36090	9800		77396.54

Fuel Purchases Report with Cost on Fuel

Date: Time:	05/26/2009 11:13:26		Fuel Pur Batch Ran	Demo Company chases by Ve ge: 20050101	ndor/Termin to 2005129	al 9	Page 1	NO.
Select	ion: upper	(DVENDOR)='BRAN	ND '					
Vendor	Terminal	Item	Rec Date	BOL Number	Gasoline	Diesel	Fuel Tax	Sls Tax
BRAND BRAND BRAND BRAND BRAND BRAND BRAND BRAND BRAND	SA SA SA SA SA SA SA SA Terminal	HSD UNL PLU HSD UNL PLU SNL HSD UNL PLU Subtotals for	04/01/03 04/01/03 04/01/03 04/01/03 04/01/03 04/01/03 09/01/05 09/01/05 09/01/05 SA	913000 913000 913000 914000 914000 914000 914000 913000 913000 913000	0 2900 3900 0 1400 1900 2900 0 2900 3900 19800	2900 0 1100 0 2900 0 6900 6900	704.70 437.90 588.90 0.00 211.40 286.90 437.90 0.00 533.60 588.90 3790.20	$\begin{array}{c} 0.00\\$
Grand t	otals				19800	6900	3790.20	0.00

Fuel Purchases Report with Fuel Tax and Sales Tax

9 PURCHASE BATCH STATUS REPORT

This Report shows unposted and posted batch totals for a specific batch or for all batches. It includes distribution, line items

MENU SELECT

From the Fuel Inventory Main Menu, select 6 Purchases Entry.

From the Purchases Entry Submenu, select 9 Purchase Batch Status Report.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen. Enter **P** to print to the printer and select the desired printer. Enter **F** to print to a Text File -enter the full path and file name. Enter **Q** to return to the menu without printing.

```
F7-Start Over
       F3
               F4
                                             F8-Quit
   Petro-Data Demo *** Purchase Batch Status Report
Display report on screen
Enter Todays Date
                     05/26/2009
Option:
         1=All Batches
                           2=Detail for One Batch
                                                     2
Enter batch
              20080922
Is everything ok? (Y/N/P=Printer/Q=Quit)
                                            Y
```

Enter Today's Date:

Today's date displays. It has no effect on the data in the report.

Option:

1 = **All Batches.** Prints summary status of all batches in the current file.

2 = **Detail for One Batch.** Prints status information for one batch.

Enter batch: Enter the batch number.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter Y to print the report using the selected options and printer or screen.

Enter N to change a selected report option.

Enter **P** to change to a different printer or print option.

To quit without printing enter N or Q.

Note: The <u>**F7**</u> key to start over at the top of the option screen and the <u>**F8**</u> key to quit to the menu and not run a report are active.

Date: 05/26/2009 Purchase batch status report	for ba	atch 2	0080922			
Unposted Purchase Files Receipt Header Records Receipt Items Invoice Headers Invoice Lines	Cnt Cnt Cnt Cnt	0 0 0 0	Est AP Act AP	0.00 0.00	Est Inv Est Inv Act INV Est Inv	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\end{array}$
Posted Purchase Files						
A/P Invoices Posted line items	Cnt Cnt	1 2	AP Tot AP Tot	3948.00 3984.00	Paid amt Line Tot	0.00 3984.00
Inventory Audit File Fifo Cost File	CNT Cnt	0 0	Fifo Tot Fifo Tot	$ \begin{array}{c} 0.00 \\ 0.00 \end{array} $	Inv Tot	0.00
AP distribution GL Link File	Cnt Cnt	7 0	Proof Deb	$0.00 \\ 0.00$	Cre	0.00

Purchase Batch Status Report - One Batch - Posted

Date Purc	: 05/26/2009 hase batch status report t	for bato	ch 20	0081202			
Unpo	sted Purchase Files Receipt Header Records Receipt Items Invoice Headers Invoice Lines	Cnt Cnt Cnt Cnt	0 0 1 2	Est AP Act AP	0.00 3280.00	Est Inv Est Inv Act INV Est Inv	0.00 0.00 3280.00 3280.00
Post	ed Purchase Files						
	A/P Invoices Posted line items	Cnt Cnt	1 1	AP Tot AP Tot	$0.00 \\ 0.00$	Paid amt Line Tot	0.00 0.00
	Inventory Audit File Fifo Cost File	CNT Cnt	0 0	Fifo Tot Fifo Tot	$0.00 \\ 0.00$	Inv Tot	0.00
	AP distribution GL Link File	Cnt Cnt	0 0	Proof Deb	0.00 0.00	Cre	0.00
	ERROR	REPORT	FOR	THIS BATCH			
Pos	ted AP invoices out of ba	lance wi	ith p	posted line	items by	y 0.00	

Purchase Batch Status Report - One Batch - Unposted

10 PENDING INV/AP REPORT

This Report shows estimated AP totals from BOLs and Receipts that have not been invoiced by the vendor.

MENU SELECT

From the Fuel Inventory Main Menu, select 6 Purchases Entry.

From the Purchases Entry Submenu, select 10 Pending INV/AP Report.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter F to print to a Text File -enter the full path and file name.

Enter **Q** to return to the menu without printing.



Enter the report date:

Today's date displays. It has no effect on the data in the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter Y to print the report using the selected options and printer or screen. Enter N to change a selected report option. Enter P to change to a different printer or print option.

To quit without printing enter N or Q.

Date: 05/2 Time: 15:4	6/2009 8:45	AP P	Demo Com ending Re	pany port 05/26/2	009	Page No. 1
Rec Туре	Rec No.	Rec Date	Vendor	Est Inv	Est FTax	Est Ap
Receipt Bol Receipt Receipt Receipt Bol	1616 TEST35 TESTME TEST35 TEST TESTGIB	08/06/2007 02/07/2008 03/06/2008 04/21/2008 10/07/2008 03/20/2009	BRAND BRAND BRAND BRAND BRAND SHELL	0.00 6177.00 2724.20 100.00 29.06 8075.00	$\begin{array}{c} 0.00 \\ 530.70 \\ 184.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \end{array}$	0.00 6707.70 2908.20 100.00 29.06 8075.00
Grand Tot	als			17105.26	714.70	17819.96

Pending AP and Inventory Report

I PURCHASE INSTALL PROGRAM

This Purchase Install Program may not be on all standard software menus. It has a password as do most installs. INSTALL. Some of the default options that are prompted before purchase entry and before purchase update are included here.

MENU SELECT

From the Fuel Inventory Main Menu, select 6 Purchases Entry.

From the Purchases Entry Submenu, select I Purchase Install Program.

```
***** Purchase Install Program *****05/26/2009
Please enter the password. (Blanks=Q quit)
```

***** Purchase Install Program ****05/26/	200
Enter default location for with GL numbers	1
Confirm Bank Account on every purchase? (Y/N)	N
Do you want to change last cost from receipts? (Y/N)	Y
Do you want automatic price changes? (Y/N)	Y
Do you want to change last cost from invoices? (Y/N)	Y

The first two questions are defaults for the beginning of 'Input Vendor Invoices'.

Enter default location for GL numbers:

This is usually the bulk plant or the terminal location. The determining factor is usually the BANK account GL number needed for purchases.

Confirm Bank Account on every purchase? (Y/N) Usually N

Enter ${\bf N}$ to use the default bank account from the default location number on every invoice.

Enter **Y** - the input program will stop on the bank account field on every invoice. Press <enter> to accept the displayed account or enter a different one.

Note: The Bank account GL number is tied to the invoice as it updates to Accounts Payable. An incorrect bank account could keep the invoice from being paid.

The next three questions are defaults for the 'Purchases Update Program'.

Do you want to change last cost from receipts? (Y/N)

Enter $\underline{\mathbf{Y}}$ to post new last cost amounts in the inventory file from any receipts being updated in the batch. Enter \mathbf{N} to leave the existing cost in the last cost field in inventory.

Do you want automatic price changes? (Y/N)

Enter \mathbf{Y} to recalculate the five prices in the inventory file using the new last cost from receipts or invoices being updated in the batch, and the markup data in the item records. Old and New prices will print on the update report.

Enter \underline{N} to leave selling prices the way they are until you manually change them.

Do you want to change last cost from invoices? (Y/N)

Enter $\underline{\mathbf{Y}}$ to post new last cost amounts in the inventory file from any invoices being updated in the batch. This keeps your inventory valuation accurate and any update that has no fifo will have an accurate cost.

Enter N to leave the existing cost in the last cost field in inventory.

Use vendor cost on non fuel purchases? (Y/N)

Enter \underline{N} - this is a special feature used for non-fuel purchases. It requires other special options such as a variable in Inventory File Maintenance which uses the Vendor Cost field for calculating prices and the Last Cost field for the inventory valuation and cost.

Enter Y ONLY if instructed to by Petro-Data Software Support.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter \mathbf{Y} to print the report using the selected options and printer or screen. Enter \mathbf{N} to change a selected report option. To quit without printing enter \mathbf{N} or \mathbf{Q} .

Inventory must reset itself. You will be returned to the BASE dir.

Note: As in most install programs, different answers to variables make the software run differently, so you must be returned to the desktop to begin running Petro-Data from the login.